



## Administrative Policies and Procedures: 20.2

<b>Subject:</b>	<b>Health Care Facilities, Staffing, and Reporting at Youth Development Centers</b>
<b>Authority:</b>	TCA 63-7-101 and 37-5-106
<b>Standards:</b>	<b>DCS</b> 7-100 A, 7-101 A, 8-306; <b>ACA</b> 3JTS-4C-10, 3JTS-4C-06, 3JTS-4C-03, 3JTS-4C-11
<b>Application:</b>	DCS Youth Development Center Staff

### Policy Statement:

The Department of Children's Services will provide each Youth Development Center (YDC) with an infrastructure and resources for an integrated, efficient, quality health care program that utilizes culturally competent services to provide primary care to students in this unique setting.

### Purpose:

To ensure that YDC health care clinics provide primary health care privately, safely, and efficiently.

### Procedures:

<b>A. Staffing</b>	<ol style="list-style-type: none"><li>1. The Health Care Administrator will staff the health clinic with licensed health care personnel according to the needs of the facility. Staffing will be adequate to provide primary health care services and inpatient care for illness. Provisions will also be made for conditions requiring close observation and/or health care management. At a minimum, the health care staff must include a full-time registered nurse and a contract physician.</li><li>2. A licensed health care professional, e.g., physician, medical associate, registered nurse, or licensed practical nurse must be on duty at all times when a student is confined to the infirmary.</li><li>3. Health care personnel will be <b>culturally competent</b> and respectful of each student's privacy and dignity and health care beliefs. Clinic personnel will strive to understand and appreciate each student as an individual and as a member of their culture or ethnic community when communicating with and engaging them in the health care setting.</li></ol>
<b>B. Diagnostic Services</b>	<ol style="list-style-type: none"><li>1. Laboratory Each Youth Development Center (YDC) will have provisions for laboratory services necessary to support the primary care clinic. The health clinics will have written procedures for acquiring necessary laboratory services from the statewide contractor and from state regional laboratories. The health care</li></ol>

Original Effective Date: 20.2, 01/01/98; 20.16, 10/01/98; and 20.27, 03/01/98

Current Effective Date: 01/01/07

Supersedes: DCS 20.2, 01/01/98; 20.16, 10/01/98; and 20.27, 03/01/98

CS-0001

	<p>clinic will have arrangements for laboratory capability to perform these basic tests:</p> <ul style="list-style-type: none"> <li>a) Serology test for syphilis (RPR);</li> <li>b) Gonorrhea and chlamydia tests;</li> <li>c) Total cholesterol or lipid panel;</li> <li>d) Metabolic panel;</li> <li>e) Complete blood count (CBC);and</li> <li>f) Urinalysis.</li> </ul> <ul style="list-style-type: none"> <li>◆ For females, laboratory capability will also include: <ul style="list-style-type: none"> <li>▪ Pap smear and</li> <li>▪ Pregnancy testing.</li> </ul> </li> </ul> <p>2. Laboratory specimens will be properly collected, stored and transported to the proper facility according to requirements outlined in the Health Service Operations Manual. Clinic staff will maintain a laboratory log for all laboratory procedures performed both in-house and through contract services.</p> <p>3. Radiology</p> <p>Each YDC will have formal arrangements for the provision of radiology services necessary to support the primary care clinic. For each X-ray study, a written interpretation must be obtained and filed in the student's health record.</p> <p>4. Dental Radiology</p> <ul style="list-style-type: none"> <li>a) All dental X-ray units used by the YDC must be registered and licensed in accordance with the procedures established by the Department of Health Radiological Division. The Department of Health must inspect all radiological equipment in accordance with their established procedures. The Health Care Administrator will maintain a file documenting all inspections and periodic servicing of the unit.</li> <li>b) Only a licensed dentist may use dental X-ray units. The dentist will be responsible for the supervision and safe operation of the unit.</li> </ul>
<p><b>C. Health Care Monitoring and Reporting</b></p>	<ul style="list-style-type: none"> <li>1. The Health Care Administrators, in consultation with the Health Services Coordinator, will develop health care review protocols for evaluating services delivered and to meet the goals of continuously improving access and quality health services for students residing in the facility. The health clinic staff will serve as members of each facility's team. Together the teams will assist in determining standardized, measurable and objective outcomes and identify ways to monitor compliance and collect objective data.</li> <li>2. The Health Care Administrator and the YDC Superintendent will meet quarterly. The Health Care Administrator and the Health Services Coordinator will meet with the YDC Superintendent at least annually regarding the health care delivery system. The purpose of these meetings will be to evaluate the delivery of health care within the facility and to look at any problem issues or events.</li> </ul>

	<ol style="list-style-type: none"><li>3. The Health Care Administrator will prepare monthly reports reflecting the activities and services provided by the Clinic personnel. Copies of the monthly report are sent to the Health Services Coordinator and Superintendent.</li><li>4. The Health Care Administrator will prepare an annual report summarizing the activities, services, problem areas, major changes, and sentinel events for the year. Copies of the annual report are sent to the Commissioner, Health Services Coordinator and Superintendent.</li></ol>
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<b>Forms:</b>	None
<b>Collateral documents:</b>	None